

# IDAHO EMERGENCY COMMUNICATIONS COMMISSION

## OFFICIAL MINUTES

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**August 4, 2005**

A meeting of the Idaho Emergency Communications Commission (IECC) was held on this date in the West Conference Room, Joe R. Williams Building, Boise, Idaho. Vice-Chairman Wills called the meeting to order at 1:07 p.m.

**Members Present:**

Rich Wills, State Representative and Commission Vice-Chairman  
Teresa Baker, Ada County Prosecutor's Office  
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services (EMS)  
Ben Estes, Retired Chief, Pocatello Fire Department  
Ann Cronin, Special Assistant, Idaho State Police (ISP), Commission Secretary  
Clint Berry, Qwest, Boise  
Gary Aman, Owyhee County Sheriff  
Greg Vickers, Idaho Emergency Medical Services Association (by phone)  
Joanna Guilfooy, Deputy Attorney General and Ex-Officio Member

**Members Absent:**

Garret Nancolas, Mayor, City of Caldwell, Commission Chairman  
R. David Moore, Blackfoot Police Chief, Commission Treasurer  
Bill Bishop, Director, Bureau of Homeland Security (BHS)  
Matt Beebe, Commissioner, Canyon County Commission  
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene

**Others Present:**

Pam Ahrens, Department of Administration (ADM)  
Rick Thompson, Department of Administration  
Lex Rutter, Department of Administration  
Nathan Bentley, Information Technology Resource Management Council  
Les Shadduck, Ada County Sheriff's Office  
Nicola Jansen, Ada County Sheriff's Office

Dodie Collier, Statewide Interoperability Executive Council  
Rhonda Morton, Idaho State Police  
Lorraine Elfering, Canyon County (representing Commissioner Matt Beebe)  
Scot Maring, Department of Administration

## **Approval of Minutes**

**MOTION: Commissioner Berry moved and Commissioner Estes seconded that the Commission approve the minutes of the July 7, 2005 Idaho Emergency Communications Commission meeting as written. The motion passed unanimously.**

## **Financial Reports**

### **Operating Budget**

Mr. Rick Thompson, ADM's Internal Management Systems Administrator, reported that there is nothing unusual in the budget report and that as of the end of July, the Commission had spent \$7,599.22 of its Fiscal Year (FY) 2005 budgeted amount of \$97,500. He also stated that the next month's report would be showing a \$9,000 expense for Administrative Support which is below the budgeted amount of \$10,000.

The **Estimated Sources and Uses Fund** Statement and the **Revenue** Statement, he said, illustrate that the total amount received to date from county assessments is \$91,981.88, and in addition, the Bureau of Homeland Security paid \$2,539 towards expenses. The amounts shown for the first three quarters are actual amounts and the amount shown for the fourth quarter is an estimated amount. As of July 31, 2005, the total amount of money in the bank is \$86,922.

**MOTION: Commissioner Estes moved and Commissioner Gainor seconded that the financial report be accepted. The motion passed unanimously.**

## **Rules for Distribution of Funds**

Commissioner Guilfooy presented the proposed Rules Governing the Idaho Emergency Communications Commission Grants (IDAPA 38, Title 06, Chapter 02) as prepared by the subcommittee (Commissioners Gainor, Baker, and Guilfooy).

**MOTION: After much discussion on the rules, Commissioner Baker moved that the rules be approved as written. The motion passed with Commissioners Estes and Vickers dissenting.**

Commissioner Guilfooy added that she would submit the proposed rules to the Office of Administrative Rules as required.

## **Needs Assessment Survey**

Commissioner Baker referenced a handout provided and asked Les Shadduck, Ada County Sheriff's Office, to give the update. He explained that the Dispatch Center Profile survey had been completed by thirty-eight (38) of the forty-four (44) counties and that Boise County's response had been received but still had information to be clarified. In addition, SIRCOMM and five of the six cities with dispatch centers had completed the survey. Mr. Shadduck added that he had requested assistance from Bureau of Homeland Security field representatives in getting the response information from the remaining counties (Custer, Oneida, Payette, Shoshone, and Washington) and city (Moscow) and expects to have a completed report by next month's meeting.

## **SIEC Update**

Dodie Collier, representing the Statewide Interoperability Executive Council (SIEC), gave an update on recent SIEC actions and changes. Highlights included:

- On July 13, 2005, SIEC Chairman Mark Lockwood and SIEC member Colonel Dan Charboneau met with Governor Kempthorne and presented to him the SIEC's interoperability concept document for Idaho. The document was well received and the SIEC is now seeking feedback from public safety personnel. Copies of the CD were distributed for dissemination and feedback is requested by August 19<sup>th</sup>.
- Since the SIEC was formed by Executive Order, its Policy Subcommittee is preparing wording for legislation in hopes that the State Legislature will establish a permanent home for the SIEC.
- The next meeting of the SIEC will be on September 30, 2005, at Gowen Field. The start time is 9:00 AM.

## **Review Action Items/Next Steps**

Commissioner Cronin provided a review of the task to re-brainstorm the list of action items created at the organizational meeting of the IECC. During the July meeting, Chairman Nancolas tasked the members to review the list of action items, compare it to the document entitled "IECC Prioritized Activities" that Commission Cronin created, and come prepared to re-brainstorm the list at the August meeting. At the recommendation of Commissioner Gainor, the Commission agreed to put this action on hold until the Dispatch Center Profile survey is completed and all of the data is available.

## **GIS Grant Update**

Nathan Bentley, State GIS Coordinator, presented an update on the GIS grant that the Commission voted to sponsor at its March meeting. He also provided a draft contract for the IECC to approve. Mr. Bentley had consulted four businesses and selected AscentGIS from the State of Washington to perform the work. The scope of work involves converting the Idaho

2004 NAIP imagery from its native projection to a latitude and longitude system. AscentGIS will write the deliverable data to either DVD or external hard drive and deliver it to the contacts provided. Expected end date of the project is September 30, 2005, at a final cost of \$18,000.

**MOTION: Commissioner Baker moved that the Commission authorize Mr. Bentley to proceed with the contract with Ascent GIS. The motion passed unanimously.**

## **New Business**

### **September Meeting Coordination**

Scot Maring, ADM's staff support to the IECC, gave an update on the coordination made for the September 1<sup>st</sup> meeting and discussed the travel options. The following decisions were made:

- The September 1<sup>st</sup> meeting will be held at the Idaho Department of Health and Welfare, Human Development Center, 421 Memorial Drive, Pocatello, Idaho.
- Commission members will drive to Pocatello in the morning, conduct the meeting beginning at 1:00 PM, and return home the same day. No overnight arrangements are needed.
- With the majority of the Commission members coming from the Boise area, the plan is to carpool to Pocatello. Mr. Maring will coordinate directly with the members to determine drivers and passengers with the understanding that using agency vehicles is the least expensive method of travel.
- Commission members will contact the organizations that they represent to get the word out about the meeting so that personnel in the Pocatello area can attend the meeting. An advertisement will also be placed in the Pocatello local newspaper to announce the meeting.

### **Grant Writing Workshop**

Commissioner Baker presented information on an opportunity to attend a three-day grant writing workshop at Boise State University in September. She stated that this might be a useful skill to have when the IECC begins looking to receive grant moneys. The cost of the workshop is \$597.00.

**MOTION: Commissioner Cronin moved that the Commission pay the registration fee for Commissioner Baker to attend the workshop. The motion passed unanimously.**

### **Mediation Follow-up Issue**

A letter from the Twin Falls County Board of Commissioners (TF Commissioners) to the Mayors of the cities of Kimberly, Buhl and Hansen was provided to the Commission from Mayor Geitzen of Buhl. The letter expressed concern by the TF Commissioners regarding funding "the costs of SIRCOMM above that covered by the \$1 line fee."

The letter stated that “if the cities of Buhl and Kimberly/Hansen have not reached an acceptable settlement with Twin Falls County by August 1, 2005, Twin Falls County will be forced to provide only emergency services according to Idaho Code sections 31-4801 *et seq.*”

Mayor Geitzen asked for guidance from the Commission regarding the letter. The Commission determined it had no authority in law to take any action beyond the mediation provided April 7, 2005. It was noted that the deadline of August 1, 2005 set in the letter had passed prior to the Commission’s meeting on August 4, 2005.

## **Open Comment Period**

Les Shadduck, Ada County Sheriff’s Office, introduced his new coworker, Nicola (Nikki) Jansen. She is assigned as a Communications Project Manager and may be attending the IECC meetings if Mr. Shadduck is not available to attend. She comes to the Ada County Sheriff’s Office after having served 23 years with the US Air Force.

## **Adjournment**

**MOTION: It was moved by Commissioner Cronin to adjourn the August 4, 2005 Idaho Emergency Communications Commission meeting at 2:10 p.m. The motion passed unanimously.**

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Representative Rich Wills, Vice-Chairman  
Idaho Emergency Communications Commission

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Scot R. Maring, Administrative Assistant  
Department of Administration

## **Addendum: Commission Progress on its Prioritized Activities**

### **Funding**

~~Portion of 1% to be assessed (4 votes)~~  
How to fund the “have-nots” (2 votes)  
Sub-optimize by city?  
~~Grant funding resources~~  
~~Commission (ECC) funding/budget (1 vote)~~  
Recommendation/advice on E911 spending  
(ECC needs to decide scope)  
Proactive to fund more than systems  
(e.g. services, training, implementation)  
(How will Title 31 money be used)  
~~Federal funds application process~~  
(track, assess, audit, measure)  
~~Fee collection vs. ECC assistance~~  
(City must vote in fees)  
Statewide E911 procurement contracts  
(Mutual needs buying power)  
Conduit for funding

### **Systems**

Scope of system—ECC role (equip, people)  
Money for infrastructure  
System implementation  
(technical issue, project management)  
Technical resources  
Who defines architecture, and how do we  
use and leverage systems  
Need to understand baseline (education)  
Identify technical resources & leverage  
Regulate and consolidate systems  
System interoperability standards  
Business continuity—backup/recovery  
Standards to engage vendors  
Define minimum standards for system,  
vendors (including purchasing)  
Standards for a consolidated emergency  
communication system

### **Evaluation/Assessment**

What is the baseline by County (as-is) (5 votes)  
Leverage Office of Disaster Preparedness survey  
Evaluate current standards  
Recommend model – performance indicators  
Establish “to-be” baseline

### **Governance**

~~Cooperation—PSAP representation~~  
~~Know statutory responsibilities (1 vote)~~  
~~ECC by laws, committees (10 votes)~~  
~~Guidelines for operations~~  
Define level of mediation funding  
Recommend model org. structure  
ECC focus on all areas  
(Clearinghouse for E911 assistance)  
Long-term vision  
(systems, organizations, processes)  
Short-term tactical plan  
~~ECC statewide representation~~  
~~Acquire wireless representative member~~  
~~Mediation Standards/Criteria~~  
ECC staff support (1 vote)  
Stay focused on mission  
Rules for distributing moneys

### **Education/Information**

~~How will the 1% assessment be used~~  
E911 need for money, improvements  
Promote cohesive, solidarity,  
interoperability, statewide cooperation  
SIEC et. al.--standard definitions  
Communicate—who’s doing what?  
Message: consolidate, coordinate,  
funding, standards, leverage, etc.  
May conflict with autonomy.  
~~Tech. Educ. of ECC members (9 votes)~~